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| Date:  | **Wednesday 8th February 2017** | Meeting opened at: | 7.30pm | Location: | Te Totara Primary School – Staffroom |
| Attendees:  | Scott Mehrtens (SM), Vicki Jordan (VJ), Nalina Dheda (ND), Brian Sheedy (BS), Cyra Wells (CW), Raewyn Oliver (RO), Sharnyn, Katie, Aimee Lockie (AL), Sarah Lui (SL) |
| Apologies: | Liz Gordon, Jasmine Cobby, Anna Smart, Jackie, Andrea |
| Item | **Topic** | **Discussion** | **Actions** |
| 1 | **Welcome from Chairperson** | Welcome and brief introductions given by all  |  |
| 2 | **PTA Executive Committee Meeting Minutes** | * Minutes reviewed from Exec meeting and noted.

Scott noted gala is the next major fundraising event coming up. Top priority for fundraising is for the multipurpose court area for the whole school to benefit. All kinds of benefits will be generated from the cover including:* + Sports activities
	+ Sunshade and rain cover for pupils
	+ Weekend use
	+ Whole school can fit for school assemblies etc

Brian provided court cover update –* 1 more quote to come in, deadline has been extended as one of the main parties that quotes had been discussed with had not put quote in yet.
* Initial estimates from BOT chairman was $250k however tenders are around $390k to $450k
* Noted that anything built on crown land needs MOE approval. Project manager employed now to run the tender process.
* BOT has committed $50k from capital funding
* Business manager will also be working on finding grants
* School qualifies for property funding this year (as 10 years old) and will get 1 July. There is a pool of discretionary funding available, we will know in July how much this will be and what can be used for cover.
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| 3 | **Gala Update** | * Committee meet last week, marketing campaign has started.
* Registration forms for the Colour run will be put out soon
* Sam working on talking to food vendors
* Anna – still no reply on the amusement rides, Liz is working on getting a dunking machine. Brian, Liz and Sharnyn also have contacts re amusement rides that we can make contact with.
* Run sheet for the day will be put in place – Scott to talk to Dave
* Brian noted that teachers are aware of the involvement re the pod activities
* We still need volunteers to help on the day, those helping will be invited to after function
* Raffle prizes discussed – students to donate groceries, potential to ask for supermarket trolleys? Alternatively get large containers from Bunnings. Sharnyn discussed that she had done something similar at her old school, students get given lists of item
* Raffle tickets to be $2 each.
* Tickets for gala day discussed. We need to pre-sell tickets (via online banking) to reduce lines on the day.
* Health and Safety will need a risk assessment done for the day – Health and Safety officer will do a RAM’s for the gala. Need to consider disclaimers for the colour run (ie getting colour in car etc) + queries raised around skin allergies etc
* Noted there will be no car smash due to health and safety issues
* Colour run to commence in afternoon. 4,000 packets have been ordered at a cost of approx. $7k, a discount was received off the original price.
* Course will be set up including hay bales/tyres/nets etc and run in age groups/teachers
* Tickets to be sold in advance – via internet banking and registration forms
* Parking discussed and possible use of the council land next to school. Could use Lions to help in traffic management, gold coin donation per car to go to Lions. Sharnyn will email council to find out if we can use. Scott to ask Lions.
* Brian noted room 1, 2 and 4 will be available to store gala items
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| 4 | **Finance Report** | * + Nalina gave finance update and discussed financial statements for the year ended 31 December 2016. Total revenue for the year $40,459, total expenditure $8,184, surplus of $32,275. There is $72,741 in the bank account ($40k on 9 month term deposit). Largest fundraiser for the year was the raffle sales - $21k sales, $2k in costs.
	+ Financial statements need to be submitted to charities commission. AGM (where financial statements get approved) is too late in the year as the financial statements need to be submitted prior to this.
	+ Noted that the financial statements will be put on line for those that wish to view with comments. After a week – finalise with any comments then submit accounts.
	+ Noted that there is a new process in place with regard to cash collection with a sign off from – copies of the form are located in the office where the PTA mail is kept. To use to aid in counting coins and to reconcile to actual amounts deposited.
	+ Brian to look into getting more room in the safe when needed for cash collections.
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| 5 | **Pizza Correspondence** | * An email was sent to PTA, new management of Dominos and had an offer to buy pizzas for us to sell at $2 a slice.
* Mention Te Totara Primary School on a Wednesday when purchasing pizza and the school gets $1 from pizza sale
* Possibility to look at Pizza lunches – perhaps in winter instead of ice block sales? An idea for next term.
* Scott will respond back.
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| 6 | **General Items for Discussion**  | * Anna and Scott will come talk to the teachers before next week to let teachers know more about PTA and a flyer will go out to the parents next week.
* Discussion held on sugar fee items for sale at discos particular for those children with diabetes or allergies. Also ice block day can there be an alternative to those that can’t eat ice blocks and miss out.
* Other fundraising ideas discussed and include:
	+ Spellathon/Mathathon
	+ School book covers – Sharnyn showed samples of book covers that could be purchased
	+ $10 flash and dash – photography sessions (done in a studio) and for family portrait sittings
	+ Entertainment books – Sharnyn was involved in her previous school, noted that early bird and pre sales would start soon. Noted that Jackie would still like to be involved in entertainment book sales as well.
* PTA dates – in calendar on school website, however next pop up meeting date to be confirmed if going ahead. This was on cyber security – Brian to follow up with Karen Spencer from Net Safe. School would need to pay $150.
* Discussion held to consider PTA meetings/Pop ups in the weekend for working parents. Something that will be considered.
* Class parent representatives – it would be good to get this started to have a class parent rep to be the point of contact with PTA and parents.
* Key focus is to be on Gala
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|  |  | Meeting closed at 9pm |  |
| Distribution | **Te Totara PTA Facebook; Te Totara School website – PTA page.**  |
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